

## TEAM OF EXCELLENCE AWARD

Submission of this form confirms that the individual/s is/are not under investigation for inappropriate conduct that would subject him/her to disciplinary action under the auspices of EO/EEO regulatory guidance.

1. Name of team nominated: \_\_\_\_\_

2. Organization submitting the nomination: \_\_\_\_\_

3. Person who can respond to questions about the nomination:

a. Name and Title: \_\_\_\_\_

b. Office Symbol: \_\_\_\_\_

c. Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

4. Category of Team: Please check below.

\_\_\_\_ a. Single Organization Category (Major Units/Commands, Directorates, and Personal and Special Staff Offices).

\_\_\_\_ b. Cross Functional (Multiple) Organization Category.

5. List the names and job titles of all team members, beginning with the team leader. There is no limit to the number of team members you may nominate. If necessary, use an additional sheet of paper to list them all.

Name & Organization

Job Title

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## TEAM OF EXCELLENCE AWARD

(Continued)

**Responses to the following questions must be verifiable, and nominees should be prepared to provide clarification if requested.**

6. **Brief Description:** Summarize the quality improvement project/process for which the team is nominated.
7. **Process**
  - a. Explain how the project/process supports the organization's goals.
  - b. Explain the methods used to choose the project/process.
  - b. Identify the potential stakeholders (those impacted by the project/process) and how they may be impacted.
8. **Measurement/Analysis**
  - a. Explain the methods used to identify the potential root causes/opportunities to improve.
  - c. Describe how the information in the analysis process was used to identify the final root causes or opportunities.
9. **Action Plan Development**
  - a. Explain the method used to identify potential solution or improvement action.
  - b. Explain how the final solution was determined.
  - d. Explain the benefits of the solution.
10. **Implementation and Results**
  - a. Explain how agreement was achieved for implementation.
  - b. Explain the methods that were developed to ensure the results.
  - c. Describe the results achieved and their benefit.

For SPO's information only, who is the supervisor/commander and phone number \_\_\_\_\_

Please forward nominations to the Strategic Planning Office, Bldg 1001, Rm W315, ATTN: Cathy Broad, (254) 618 7357, fax (254) 618-7355, or email [broadc@hood-emh3.army.mil](mailto:broadc@hood-emh3.army.mil). The awards committee will review all nominations and select one winning team. SPO will notify the winning team. The winning team will receive the Team of Excellence Award at the Commanding General's Quarterly Hood Hero Awards Luncheon.